

Seminar at Federal Executive Institute

**Exec Secy, Training Selection Board
1036 C of C Bldg**

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8 November 1972

Senior Training Officers

Herewith are copies of an announcement of the FEI seminar, "Managing for Productivity in Government," to be presented 22-26 January 1973.

Nominations for this seminar will not require Training Selection Board action; simply submit an external training request (Form 136), one copy of an up-to-date bio profile, and the individual's home address to me no later than Friday, 8 December. The costs for this seminar will be assumed by the sponsoring office.

STATINTL 

FEI 73

SEMINAR ON

**MANAGING FOR
PRODUCTIVITY
IN GOVERNMENT**

JANUARY 22-26, 1973

**FEDERAL
EXECUTIVE
INSTITUTE**

**U. S. CIVIL
SERVICE
COMMISSION**

Increasing productivity may be regarded as a keystone to improved standards of life and environment for all people. The dramatic and persistent rise of productivity levels in the United States, increasing sixfold in the past eight decades, has provided the basis for continuing rises in the highest, broadly shared living standards in world history. But in the five years, 1965-70, rates of growth in American productivity and GNP slowed. Rapidly rising expectations among consumers and workers outran economic growth, and despite rising wages, real income gains deteriorated in continuing inflation. In 1970, the President established a National Commission on Productivity to focus on the problems involved.

With 15 to 20 percent of working Americans employed by governments in the next several years, it will become increasingly essential that growth of output per man-hour in the public sector be taken into account in dealing with the Nation's productivity requirements. With two-thirds of all workers employed in production of services rather than tangible goods, government agencies may be expected to develop and model new technologies and management systems for increasing productivity in new areas of consumer demand. This Seminar will deal with these productivity responsibilities of public organizations.

Measures of productivity, such as manpower and unit costs, and diseconomies of production and social indicators will be one focus of the Seminar. Such management uses of productivity data as projection of resource requirements and determination of effects of new information, equipment, and work systems will be another area of study. Establishment of productivity goals and innovation to meet changing government requirements will be a third area for analysis. Related to these dimensions will be management approaches and technologies in organization and behavioral sciences which may be utilized to increase productivity.

Study will include analysis of productivity measures in the Federal Government, review of case studies, and readings in related economics and management literature. Information and resources from current work of the General Accounting Office, the Office of Management and Budget, and the U. S. Civil Service Commission on productivity measures in the Federal Government will be utilized as well as those of the National Commission of Productivity and the Public Administration Review symposium on Productivity in Government.

Coordinator for this seminar is Dr. Chester A. Newland, Professor, Federal Executive Institute.

Nominations

Government executives at levels GS-16 and above, or equivalent, are eligible for participation in this Seminar. Total enrollment is restricted and early receipt of nominations is urged. Representation from a wide variety of agencies is sought; state and local government officials are invited to participate. For Federal officials, Optional Form 37 (Nomination-Registration for Training) should be submitted by authorized agency representatives to the Registrar, Federal Executive Institute. State and local agencies should write to the Registrar at the Institute, Route 29 North, Charlottesville, Virginia 22903.

Facilities and Costs

The Federal Executive Institute occupies a self-contained residential and educational facility on an eight-acre knoll about one mile north of the University of Virginia campus. Private rooms are assigned all participants; and excellent meals are served in the dining room.

The fee for the Seminar is \$300 and covers all basic costs: program tuition, reading materials, private bedroom, and all meals. Typically, agencies provide \$2.50 per day to their participants for incidental expenses.

Schedules and Deadlines

The Seminar will begin at 5:00 p.m. on Monday, January 22, 1973, with a dutch treat social hour. Registration and room assignments will take place between 3:00 and 5:00 p.m. If transportation schedules require an earlier arrival, arrangements may be made for accommodations. The Seminar will conclude on Friday at 3:00 p.m.

Deadline for Nominations: Monday, January 8, 1973

Deadline for Cancellations: Friday, January 12, 1973

Substitution of eligible persons may be made up to the beginning of the Seminar.

FEI

The principal activity of the Federal Executive Institute is its Residential Program in Executive Education, which is eight weeks in duration and is offered four times throughout the year. Approximately 60 career officials who come from all the major agencies of the government participate in each session.

The purposes of the Residential Program are:

- To heighten responsiveness to national needs and goals.
- To increase appreciation for the totality of the governmental system.
- To improve knowledge of managerial processes.

Executives at the senior levels of the government (GS-16 and above or equivalent) are urged to contact responsible officials in their agencies for further information. Nominations are made by these organizations, in accord with quotas assigned by the Institute.

Address inquiries and correspondence to the Federal Executive Institute, Route 29 North, Charlottesville, Virginia 22903. Telephones: Direct Dial Commercial, Area Code 703, 296-0181; Federal Telecommunications System, Area Code 703, 296-1295.